
U.S. Department of State Records Schedule

Chapter 27: Executive Secretariat Records

Secretariat Staff

A-27-001-01	Secretariat Master File of Briefing Books, Fact Sheets, Visit and Conference Books
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Description:	These records are books (generally loose leaf) prepared for the Secretary and other high level officials to provide them with the essential information they will need for meetings with foreign dignitaries and officials, attending international conferences and any important activity that involves the Secretary. Most of the material consists of copies of documents that are maintained in other official files, however there is some original documentation.
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Disposition:	Permanent. Retire to RSC when 5 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.
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DispAuthNo:	NC1-59-81-6, item 1	Date Edited:	4/1/1999
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A-27-001-02	Secretariat Memorandums
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Description:	This file, sometimes referred to as Principals Memorandums, consists of memorandums prepared by the Executive Secretary of the Department addressed to the Secretary and other high level officials. Memorandums to the Secretary from the Deputy Secretary and other high level officials through the Executive Secretary. These records are primarily concerned with administrative matters, e.g., operating procedures, however some substantive matters are addressed.
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Disposition:	Permanent. Retire to RSC when 5 years old for transfer to WNRC. Transfer to the National Archives when 30 years in 5-year blocks.
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DispAuthNo:	NC1-59-81-6, item 2	Date Edited:	4/1/1999
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A-27-001-03	Secretaries Daily Summaries
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Description:	Consists of reports from all principals to the Secretary on significant activities in their areas. Includes copies of significant telegrams, White House actions, Principals signature record, and Appointment Schedule.
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Disposition:	Permanent. Retire to RSC when 5 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.
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DispAuthNo:	NC1-59-81-6, item 3	Date Edited:	4/1/1999
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A-27-001-04	Current Foreign Relations (Master File)
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Description:	Bound volumes of briefs prepared by various bureaus in the Department of State as to foreign policy and events in their specific areas and sent to all U.S. Diplomatic Posts to aid the posts in keeping abreast of U.S. foreign policies and events of significant interest.
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Disposition:	Permanent. Retire to RSC when 5 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.
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DispAuthNo:	NC1-59-81-6, item 4	Date Edited:	4/1/1999
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A-27-001-05	Presidential and Secretary of State Correspondence with Foreign Heads of State and Foreign Ministers
Description:	Consists primarily of copies of telegrams, diplomatic notes, etc., most of which are in the Department's State Archival System.
Disposition:	Permanent. Retire to RSC when 5 years old for transfer to WNRC. Transfer to the National Archives 30 years old in 5-year blocks.
DispAuthNo:	NC1-59-81-6, item 6
Date Edited:	4/1/1999
A-27-001-06	US Relations with Iran
Description:	Records relating to US Relations with Iran.
Disposition:	Permanent. Transfer to WNRC immediately. Transfer to National Archives in 2007.
DispAuthNo:	N1-59-00-5
Date Edited:	4/1/1999
A-27-001-07	Iran-Contra Hearing Video Tapes, 1987
Description:	Video tapes of the proceedings of the Congressional Committees investigating the Iran-Contra affairs.
Disposition:	TEMPORARY. Destroy immediately.
DispAuthNo:	N1-59-01-1, item 7
Date Edited:	2/19/2001
A-27-001-08	Records Relating to Panama and Manuel Antonio Noriega, 1973-1991
Description:	Files consist of telegrams, memoranda, reports, chronologies, briefing materials, correspondence, and other material relating to US relations with Panama and Manuel Noriega. These files are an artificial collection pulled together at the time that Noriega was seized in Panama.
Disposition:	Permanent. Transfer to WNRC immediately. Transfer to the National Archives in 2016.
DispAuthNo:	N1-59-01-2, item 8
Date Edited:	2/19/2001
A-27-001-09	Subject and Country files of Ambassador at Large, Vernon Walters (S/AL)
Description:	Files arranged by country or subject. Files consist of memoranda, notes, chits, drafts, reports, memoranda of conversation, correspondence, background and briefing materials, and other documentation. Files are on Guatemala, El Salvador, Cuba, France, Jordan, and the Falashas, among others.
Disposition:	Permanent. Transfer to WNRC immediately. Transfer to the National Archives in 2010.
DispAuthNo:	N1-59-01-3, item 9
Date Edited:	2/19/2001

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A-27-001-10	Subject Files of Ambassador at Large and President's Special Representative for Central America
Description:	Files arranged by subject, country, or type of records. The records consist of memoranda, telegrams, reports, correspondence memoranda of conversation, and other documentation relating to Central America. Specific topics include the Contadora process, funding for Central American initiatives, Costa Rica, Guatemala, meetings, Nicaragua, and congressional relations.
Disposition:	Permanent. Transfer to WNRC immediately. Transfer to the National Archives in 2012.
DispAuthNo:	N1-59-01-4, item 10
Date Edited:	2/19/2001
A-27-001-11	Records Relating to the Rumsfeld Middle East Negotiations, 1983-1984
Description:	Arranged in notebooks. Records consist of telegrams, memoranda, notes, reports, drafts, memorandum of conversation, background and briefing materials, and other documentation relating to Donald Rumsfeld's negotiations in the Middle East.
Disposition:	Permanent. Transfer to WNRC immediately. Transfer to the National Archives in 2009.
DispAuthNo:	N1-59-01-5, item 11
Date Edited:	2/19/2001
A-27-001-12	Program Files of the Office of the Special Adviser on Haiti (S/SHC), 1995-1996
Description:	Arranged by subject or type of records. The files consist of correspondence, memorandums, telegrams, clippings, e-mail messages, statements, questions and answers, testimony, and other related documentation. Includes, but not limited to Lot 96D331.
Disposition:	Permanent. Retire to RSC when no longer needed for immediate use for transfer to a records storage facility. Transfer to the National Archives when 25 years old.
DispAuthNo:	N1-59-00-2
Date Edited:	4/9/2001
A-27-001-13	Transition Master Files
Description:	Arranged by subject or type of records. The files consist of background and briefing materials, memorandums, correspondence, notes, telegrams, reports, memorandums of conversation, reports, studies, and related documentation.
Disposition:	Permanent. Cut off at the end of the transition and retire to the RSC. Transfer to a records storage facility when 3 years old. Transfer to the National Archives when 25 years old.
DispAuthNo:	N1-59-00-4
Date Edited:	4/9/2001

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Operations Center

A-27-002-01	Evacuation and Relocation Policy and Procedures Files
Description:	Includes background and developmental work pertaining to the publication of regulations and handbooks, meeting documentation, general policy papers regarding evacuation.
Disposition:	Retain Permanently.
DispAuthNo:	NN-171-120, item 8
Date Edited:	4/1/1999
A-27-002-02	Emergency and Evacuation Country Plans
Description:	Contains correspondence, reports and other documentation pertaining to a country's emergency and evacuation plan; and including a complete set of the current plan.
Disposition:	TEMPORARY. Destroy when replaced by a new plan.
DispAuthNo:	NN-171-120, item 9
Date Edited:	4/1/1999
A-27-002-03	Evacuation Files
Description:	Telegrams, airmgrams and reports concerning actual evacuations.
Disposition:	TEMPORARY. Destroy when 10 years old.
DispAuthNo:	NN-171-120, item 10
Date Edited:	4/1/1999
A-27-002-04	Safehaven Files
Description:	Records documenting all aspects of the establishment of safehavens, coordination with the military and other affected organizations.
Disposition:	Destroy when post determines to be of no further value as a safehaven post.
DispAuthNo:	NN-171-120, item 11
Date Edited:	4/1/1999
A-27-002-05	General Subject Files
Description:	Includes correspondence, reports and documents concerning all aspects of Evacuation and Relocation activities excluding those covered in Item 270201.
Disposition:	Destroy when 5 years old.
DispAuthNo:	NN-171-120, item 12
Date Edited:	4/1/1999

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A-27-002-06 Operation Center Watch Log

Description: Daily 24 hour log concerning all actions taken including requests for assistance, notification of Department Officers, White House or other agencies concerning incidents, events, etc.

Disposition: Permanent. Retire to RSC when 5 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: NC1-59-81-6, item 5

Date Edited: 4/1/1999

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Information Management Center

A-27-003-01 Secretariat Automated Data Index System (SADI) (SA)

Description: SADI Index Master-This on-line series is a document locator and control data base for the principal records of the Office of the Executive Secretariat. It provides index records describing the contents, location and action status of documents addressed to the Secretary of State.

Disposition: Permanent. Retain on magnetic tape data purged from disc. Transfer with related documentation to the National Archives with the microfilmed documents of the Office of the Executive Secretariat to which they relate.

DispAuthNo: NC1-59-83-4, item 31 **Date Edited:** 4/1/1999

A-27-003-02a Control Registers and Logs.

Description: Log of U.S. Officials Memoranda of Conversation with leading USSR Officials 1961-1969 and Index to President, Secretary of State Diplomatic Correspondence, 1950's - 1969.

Lot 84D121.

Disposition: PERMANENT: Transfer to the National Archives immediately.

DispAuthNo: N1-59-03-08, item 1a. **Date Edited:** 2/3/2004

A-27-003-02b Control Registers and Logs.

Description: All other records.

Disposition: TEMPORARY: Destroy immediately.

DispAuthNo: N1-59-03-08, item 1b **Date Edited:** 2/3/2004

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A-27-003-03a	Secretariat Tracking and Retrieval System (STARS)		
Description:	<p>STARS (Secretariat Tracking and Retrieval System) is an automated system used to track, control, and record documents containing substantive foreign policy information passing to, from, and through the offices of the Secretary of State, the Deputy Secretary of State and other 7th Floor Department principal officers. STARS is one component of the umbrella Principal Officers Executive Management System (POEMS). The Executive Secretariat provides guidance on the administration of this SECRET high system. Original documents are indexed, scanned and stored as images. There is no direct input from other systems. Information covers the period 1988 to the present.</p> <p>A. Input</p> <p>Hard copies of action, briefing, and information memoranda; briefing books; diplomatic notes; telegrams; memorandums of conversation; memorandums for the record; incoming and outgoing correspondence; reports; talking points; e-mail messages with attachments; and other documentation. Documentation is imaged as it arrives and after action so as to include substantive notations and signatures with related index information.</p>		
Disposition:	PERMANENT. Transfer to A Bureau at the end of the Secretary's tenure or sooner if necessary for retirement to the RSC. Block files of each Secretary of State all together in one group and transfer to WNRC when 5 years old. Transfer to the National Archives when 25 years old.		
DispAuthNo:	N1-59-06-5, item 03a	Date Edited:	11/9/2006
A-27-003-03b(1)	Secretariat Tracking and Retrieval System (STARS)		
Description:	<p>b. Master Files Verified Scanned Images and Related Indexing Information</p> <p>1. Scanned Images-- Contains verified scanned images of documents. A quality control check of each image was made during the input process to ensure the legibility and readability of the resulting scanned document images.</p>		
Disposition:	PERMANENT. Maintain in STARS image file. Transfer to the National Archives when 25 years old in 5 year blocks in accordance with regulations for the transfer of electronic records in effect at the time of transfer.		
DispAuthNo:	N1-59-06-5, item 03b(1)	Date Edited:	11/9/2006

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A-27-003-03b(2)	Secretariat Tracking and Retrieval System (STARS)		
Description:	2. Index Database Files-- Contains verified elements of information relating to imaged documents. The database points to images stored in the scanned image file. Data elements include system identification number; date; abstract; subject; addressee; addressor; document type; action office; country; and other related elements.		
Disposition:	PERMANENT. Maintain in STARS System. Transfer to the National Archives with associated image files when 25 years old in 5 year blocks in accordance with regulations for the transfer of electronic records in effect at the time of transfer.		
DispAuthNo:	N1-59-06-5, item 03b(2)	Date Edited:	11/9/2006
A-27-003-03c(1)	Secretariat Tracking and Retrieval System (STARS)		
Description:	c.Outputs 1. Weekly Report of pending action items sent to action offices generated in hard copy and distributed to the Bureau's.		
Disposition:	TEMPORARY. Destroy when no longer needed.		
DispAuthNo:	N1-59-06-5, item 03c(1)	Date Edited:	11/9/2006
A-27-003-03d	Secretariat Tracking and Retrieval System (STARS)		
Description:	d. Documentation System specifications, file specifications, codebooks, record layouts, user guide, and other documentation related to the image and index files as well as operation and maintenance of the STARS system.		
Disposition:	PERMANENT. Maintain for life of STARS System. Transfer to the National Archives with related image and index files.		
DispAuthNo:	N1-59-06-05, item 03d	Date Edited:	11/9/2006

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Office of Correspondence and Records

A-27-004-01a Secretary's Memorandums of Conversation (MemCons).

Description: Memorandums of Conversation of the Secretary of State in both memorandum and telegraphic form.

Disposition: PERMANENT. Cutoff and retire to the Records Service Center (RSC) at the end of the Secretary's tenure or sooner if necessary. Block files of each Secretary together in one group. Transfer to WNRC when 5 years old. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-59-02-08, item a **Date Edited:** 1/15/2003

A-27-004-01b Secretary's Memorandums of Conversation (MemCons).

Description: Copies produced on electronic mail and word processing systems.

Disposition: TEMPORARY. Delete once recordkeeping copy has been produced.

DispAuthNo: N1-59-02-08, item b **Date Edited:** 1/15/2003
